



## Chetwynd Primary Academy DETERMINED ADMISSION ARRANGEMENTS - 2021/2022

The Published Admission Number (PAN) at Chetwynd Primary Academy for 2021-2022 is 60 pupils in Foundation Stage 2 (Reception).

Applications must be made through the child's home local authority. For Nottinghamshire residents this can be found on Nottinghamshire County Council's website <http://nottinghamshire.gov.uk/learning/schools/admissions> and applications should be completed by the closing date for applications as stated in the Nottinghamshire Coordinated Scheme.

Any applications received after the closing date, including changes of preference, are considered as late applications and will be processed after all on-time applications in line with Nottinghamshire County Council's Coordinated Admissions Scheme. Please see <https://www.nottinghamshire.gov.uk/media/2314040/admissions-to-schools-guide-for-parents-reception-and-primary.pdf> for further information about late applications.

### **Admission Oversubscription Criteria**

In accordance with the School Admission Code, Chetwynd Primary Academy operates within Nottinghamshire County Council's Coordinated Admissions Scheme. We do not currently require additional information to consider your application fully. Late applications are processed in accordance with the Nottinghamshire Coordinated Scheme.

### **Special consideration for all year groups**

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application. The appropriate governing body will consider the written evidence provided to decide whether the application may be processed as 'special circumstances'. Admission under 'special circumstances' will have priority over all but the first numbered criteria.

**In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have a statement of special educational need or education, health and care plan (EHCP) which names the school:**

1. Children who are looked after by a Local Authority and previously Looked After children
2. Children who live in the catchment area at the closing date for applications and who at the time of admission will have a brother or sister attending the school
3. Other children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment area and who at the time of admission will have a brother or sister attending the school
5. Other children who live outside the catchment area

Attending school is taken to be on roll at a school for the purposes of admissions. In the event of oversubscription, within each of the criteria, priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

In the event of two distances being equal the measurement will be taken from the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified by someone independent of the school.

### **In Year Applications**

Chetwynd Primary Academy participates in Nottinghamshire County Council's non-statutory In Year Admissions Scheme to (a) assist in safeguarding matters and (b) to help prevent parents/carers from having to make multiple applications.

Full information about the coordinated in-year scheme is available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

### Definitions

#### **Looked after and previously looked after**

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### **Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

#### Entry Points

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where a place has been offered: a) that child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is admitted to the school until later in the school year; and c) where the parents wish, children may attend part-time until later in the school year.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. *Children should only be educated out of the normal age group in very limited circumstances.*

Parents/carers should submit a request in writing to the Admission Authority as early as possible. The Admission Authority will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical

professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Home Address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought by the governing body. The evidence should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

### **Catchment Area**

Chetwynd Primary Academy has a defined catchment area, details of which are available on the Nottinghamshire County Council's public website:

<https://www.nottinghamshire.gov.uk/search-for-a-school>

The catchment areas does not prevent parents who live outside the catchment from expressing a preference for the school.

#### Applying for a school place

- a. Parents of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Parents can apply online, by telephone or by completing a paper application form.
- b. All other applicants must apply to their home local authority (the area where the child lives).

### **Parents**

For school admissions the school will consider the following as parents:

- the mother of the child
- an adoptive parent
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- any other person who has acquired 'parental responsibility through the courts

## **Siblings**

For school admissions the school will consider the following as sibling:

- a brother or sister who share the same parents
- a half-brother or half-sister or legally adopted child living at the same address as the child
- a child looked after by a local authority placed in a foster family with other school age children
- stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

## **Multiple Births**

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

## **Waiting lists**

Where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day or, for in-year applications, the date when the application was refused.

. Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.

. Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received. Waiting lists are maintained in partnership with Nottinghamshire County Council until the end of the academic year. Inclusion on a waiting list does not mean that a place will eventually become available. Places on the waiting list are determined by the published oversubscription criteria.

## **Admission Appeals**

Chetwynd Primary Academy is responsible for determining its own admissions and appeals arrangements. If your child is not allocated a place then you have a statutory right of appeal. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Currently, appeals received are forwarded to an Independent Appeal Clerk who makes all the necessary arrangements for the Appeal to be heard by an Independent Appeals Panel within the required timelines.

Parents wishing to lodge an appeal should contact the school (0115 9177353 or email [gmoore@chetwyndroad.notts.sch.uk](mailto:gmoore@chetwyndroad.notts.sch.uk) ). You will then be sent a form to complete and return, together with any other supporting information. This will then be forwarded to the Independent Appeals Clerk.

## **False information**

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

2. Where a child starts attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

3. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

## **Fair Access Protocol**

Nottinghamshire County Council's Fair Access Protocol works in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. Chetwynd Primary Academy participates in Nottinghamshire County Council's Fair Access Protocol.

The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.